



**POSITION DESCRIPTION**

JOB TITLE: Nurse Coordinator/Supervisor		
Job Class: 0318		
<b>DATE</b> Updated	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b> Special Services
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Provides safe nursing services to students to eliminate health barriers to learning. Provides development of school health programs. Orients, trains, assigns and evaluates the performance of School Nurse Associates (SNA's/LPN's) and school nurses (RN's). Ensures school nursing functions can meet the demands of the students, parents and the community.</p>		

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Directs monthly observation of all nursing employees to determine competence in care delivery as required by the State of Wisconsin Delegation Statute.
2. Recruits, interviews, hires, orients and assigns all new nurses and SNA's to district nursing assignments.
3. Evaluates special education students who receive daily nursing care and writes the formal Individual Education Plan (IEP) report and participates in IEP meetings.
4. Consults with other team members to interpret medical histories and test results as they affect developmental and cognitive levels.
5. Conducts daily phone consultations with SNA's and RN's regarding student health status.
6. Dispatches coverage and/or substitutes for absent employees to ensure care is delivered as required.
7. Manages staff development through in-services and training programs and instructs school staff about emergency health plans.
8. Develops and implements the student health protocol.

9. Understands the debilitating, chronic conditions within pediatric practice and offers rehabilitative interventions necessary for health maintenance.
10. Facilitates the continuity of health care of students and employees by planning and exchanging information with other schools, social services and community agencies, ensuring confidentiality of data. Assesses school children for changes in health status and adjusts service levels accordingly.
11. Consults with employees regularly. Carries a mobile phone in order to be responsive to emergency situations.
12. Relates the MPS health policies and services to the community and shares policies with other districts.
13. Creates annual reports and summaries on the school nurse program and its effectiveness.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction only, working from policies and general objectives, work reviewed through results obtained. Adherence to established policies and procedures is necessary.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Responsible for supervising the school nurse and nursing associate staff in all areas of performance, including performance evaluations, work allocation, hiring, discipline, problem resolution and salary recommendations.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A Bachelor's degree in nursing from a National League of Nursing (NLN) accredited school. A Master's degree is desired. Must maintain a valid Wisconsin nursing license. Must maintain current CPR/AED certification.

**Experience Requirements**

Three years experience as a school nurse or in a similar environment.

**Knowledge, Skills, and Abilities**

Knowledge of day-to-day needs of child health care. Ability to supervise and train employees and foster a cooperative working environment. Knowledge of clinical procedures. Ability to communicate effectively, orally and in writing. Strong interpersonal and communication skills and the ability to effectively communicate with a wide range of constituencies in a diverse environment. Knowledge of community health services and agencies is required. Must be able to operate in an ever-changing environment, with differing demands and deadlines.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The position requires travel around the city of Milwaukee and the incumbent must maintain a valid driver's license and have access to a fully-insured car for use on the job.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Light physical effort. Occasional exposure disagreeable elements. Extensive safety precautions must be followed, including the use of protective equipment. Frequent changes in location.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**